OPERATIONAL RECOVERY PLAN

For

Insert Institution Name

Insert Date

Institution
Address
Tel. No.

SIGNATURE PAGE

Testing of OPR Completed: _____ Date: _____
                                              ASIA signature

Review and Maintenance of ORP: _____ Date: _____
                                              Associate Deputy Warden signature

Final approval of ORP by Institution: _____ Date: _____
                                              Warden signature

Information Security Unit: _____ Date: _____
                                              Information Security Officer

For Information regarding this ORP contact:
Name:
Address:
Telephone:

INSTRUCTIONS

Operational Recovery Team
- Identify the person responsibly for declaring a disaster. Declaration of a disaster will set the recovery process in motion and result in the expenditures of resources.
- Fully define the responsibilities for each team member.   It may be necessary to include attachments.

Critical Applications
The Department has identified several applications that are critical to operations. For each of these applications a Planning Guide is included in this document. If your institution has critical applications for which there are no Planning Guides, please contact the Information Security Unit (916-358-2459) for further instructions.

If your institution does not use all the applications for which planning guides are included, indicate on the guide page that the system is not in use.

CDC Critical Systems

Automatic Release Date System (ARDTS)	Interim Transportation - PC Interface
Automated Transfer	Personnel & Timekeeping (PPAS)
Armory (CATS)	PERS – (PPAS)
Classifications Tracking	Pharmacy Prescription Tracking
Crafts	Post Assignments (PPAS)
Critical Case Management	Reception Center System (RCMH)
DDPS	R & R digital Photo ID System
Food Management System (FMS)	SLAMM
Health Care Cost Utilization Program	Watch Officer Tracking System (WOTS)
Inmate Appeals (IATS)	In-Service Training (IST)
Inmate Mental Health Identifier System	Mental Health Screening
Inmate Time Collection Scanning	Mental Health Tracking System
Interim Transport Scheduling	Property Management System (PMS)

Maximum Acceptable Outage (MAO)
CDC has determined that the MAO for all critical applications is 72 hours.

The maximum MAO is the elapsed time within which the process supported by an application must be restored. If it becomes apparent that the application cannot be restored in a timely manner, then other means of restoration of the process must be implemented, a Contingency Plan. Please include a description your Contingency Plans for each of the critical application in use at your institution. See the section, below, for more information on Contingency Plans.

Equipment

Each Planning Guide has a section to describe the essential equipment required to recover the application. For applications supported by ISD, the minimum equipment required for recovery is defined. For critical applications not supported by ISD, either applications developed and supported within your institution, or those from other sources, please include a description of all equipment required to recover, including minimum configurations, necessary removable media devices, printer specifications, etc.

- **Equipment needed to run application:** The equipment needed to run that application. Include model numbers if applicable, memory and storage requirements.
- **Availability of equipment:** If the equipment needed for a critical application is available elsewhere and is supporting non-critical applications, list the type of equipment and its location.
- **Availability from other Institutions:** If the equipment needed to run critical functions can be found at other locations list the institution and contact person.
- **Purchase from vendor:** If the equipment needed to support critical cannot is not available within CDC list local vendor(s) where it can be purchased, and the name and telephone number of the person to contact.

Critical Files

List the following:
- The data file(s) necessary to run critical application.
- The scheduled time and day of the weeks when backups are taken.
- The number of backup generations kept.

Resources

List the critical resources:
- Name the critical resources.
- Provide the location or the name of the vendor(s) where resources can be acquired
- Determine the lead-time necessary to critical resources. Note: Sequenced items such as check often require additional time to acquire.

Support Contracts

List the contracts that are in place to provide support, critical services, backup, space, etc. Note that for ISD-supported applications, the contact number is the ISD help-desk.
- **Contract number:** provide the contract number and type of contract (i.e. maintenance, backup, purchase, etc). Ensure that the contract has not expired and is enforceable.
- **Supplier:** Provide name of the contracting organization or agency.
- **Contact:** Provide the name and address and telephone number of the organization or agency holding the contract. If there is a specific person within the organization or agency include their name and telephone number.
- **Capable of Supplying:** List the product they are capable of supplying.

Contingency Plan

If for any reason the system(s) cannot be recovered within the MAO (72 hours from the time a disaster is declared), a Contingency Plan must be implemented. This is the documented means by which the institution can resume operations without the benefit of the failed computer systems. An example of a contingency plan would be to implement a temporary process by which all transactions are recorded on paper. For each of the critical applications in use at your institution, please include a description of your Contingency Plan, including the roles and responsibilities, and essential equipment and resources required for implementation.

Testing

All ORPs must be tested annually to confirm that the described processes and resources are accurate and adequate to effect a successful recovery. Please include with your completed ORP the testing plan and results. If you require assistance in testing your ORP, please contact the Information Security Unit for more information.

Update Cycle.

The ORP must be updated annually. This is to ensure that the information included in the document is accurate and current. The updated ORP, with the test plan and test results must be submitted to the information Security Unit March 1 of every year.

Operational Recovery Team
Team members are listed by title

TITLE	RESPONSIBILITY
Warden	• Warden or designee declares a disaster • Overall responsibility for coordinating Operational Recovery • Assuring that ORP is maintained and tested
Public Relations Officer	• Preparing press releases • Contacting media • Answering all media questions
ASIA (Lead)	• Movement of equipment if required • Ensuring communication networks are reestablished • Ensuring that applications are available and properly loaded • Assuring that data security is maintained • Coordinating with ISD, Service providers, and vendor support • Insuring that contracts for backup facilities are established
PC Specialist **	
Communication Specialist **	
Host Computer Specialist **	
Application & Data Base Specialist **	

** If your institution has specialist in any of the noted areas or specialty area not listed in the chart and have operational recover responsibilities add their titles and list their assigned responsibilities.

CRITICAL APPLICATION	
APPLICATION NAME	**Automatic Release Date Tracking System (ARDTS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	Dailey
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789

CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	ASIA has copy of ARDTS application

CRITICAL APPLICATION	
APPLICATION NAME	**Automated Transfer System (ATS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	- Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. - Monitor - 15 inch or larger color monitor - Printer – Hewlett Packard Laser Jet III or newer compatible. - Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	- DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. - Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. - Printer device drivers – Drivers for the printer and operating system being used. - Last application data backup. Backup contains multiple files with .CMP extensions.
SCHEDULE (DAY AND TIME OF BACKUP)	Dailey
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789

CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Classification Tracking**
MAO	
NAME OF SERVER USED BY APPLICATION	

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	
PHONE NUMBER	
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Case Records Automated File Tracking System (CRAFTS)**
MAO	
NAME OF SERVER USED BY APPLICATION	
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or new compatible laser. • Diskettes used to create backup
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Current version of application. • Printer device drivers – Drivers for the printer and operating system being used • Last application data backup. • Name of Backup Diskette
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	**dbAPPS**O **Software Development**
CONTACT NAME	
PHONE NUMBER	(209) 358-7111 or (800) 206-0988
CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Critical Case Management System**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup contains multiple files with the extension ".DBF". • CCMS inmate information from Special Services Unit – file name is "Gang.dbf"
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	

CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Controlled Armory Tracking System (CATS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN	
CONTINGENCY PLAN	

EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APPS	**DDPS Processor** • All Applications to execute DDPS are loaded from application tapes obtained from the nearest institution. • Digital Termination Controller • DTC Distribution Bar • Micom or Radd Multilexer **Access to DDPS will require:** • HP 700/96 Dumb terminal,- 10 MB memory or • PC Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • MiniSoft emulation Software or equivalent • Connecting to the server is through the telephone communication system. Eight pin RJ-45 cable and DB9 Adaptor is Required.
AVAILABILITY AT OTHER LOCATIONS	None
AVAILABILITY FROM OTHER INSTITUTIONS	None
PURCHASE FROM VENDOR?	Available from Manufacturer
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Data base backup file. If data backup files are not available only a portion of the data can be downloaded from ISD. The remaining required data will be reconstructed by the Institution. Backup file name is user defined when file is created. • Application can be obtained from the nearest institution or weekly institution backup tapes. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used.
SCHEDULE (DAY AND TIME OF BACKUP)	• Full backups (Tuesday and Friday nights) • Incremental backups (Monday, Wednesday, Thursday, Saturday and Sunday nights)
NUMBER OF GENERATIONS TO BE RETAINED	• Currently only 1 week retained at institution
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	• AISA, PICU, DBA, Security, DDPS • DDPS Backup Data
LOCATION OF RESOURCE	• AISA - institution • PICU, DBA, • Security, DDPS – HQ (Aerojet)
TIME NEEDED TO ACQUIRE	
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	Help Desk

CONTACT NAME	(916) 324-7789
PHONE NUMBER	
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN	
CONTINGENCY PLAN	**AISA Responsibility** • Do an initial assessment of the damage. • Notify the Help Desk of the extent of the damage and request ISD assistance in reestablishing Operation • The applications and database will be install using backup tapes maintained by the Institution. Assure that backups are available. **ISD Responsibility** Assuming worst case, that is, total destruction of the DDPS Server. • ISD will provide final assessment damage or destruction. • Determine the type of technical support required. • Order new equipment if necessary. • Assemble and make ready any equipment required to resume normal operations. • Coordinate the reestablishment or reconstruction of any communications equipment or lines required to return to normal operation. • Install and test new equipment. • Load any need applications from backup data provided by the institution.

CRITICAL APPLICATION	
APPLICATION NAME	**FMS (Food Management System)**
MAO	
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789

CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Health Care Cost Utilization (CADDIS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation - Intel Compatible Pentium 1 or above • Operating System Windows 95, 98, NT, service pack 6 • Minimum disk space required 540 MB • Color monitor – 15 inch or larger • Hewlett Packard Laser Jet III or newer • ZIP-100 disk drive • Win Zip 8 • Access 97 or newer • I-Protect Encryption Software Ver. 1.4 • Excel • ZIP Diskettes to create backup
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	CADDIS Application Software – For copies of the CADDIS Software, Encryption Software, or Encryption Key contact: • Drew Byer – (916) 327-0149 or • Dawn Kearns – (916) 324-0775 Most recent CADDIS Backup Diskette Name =
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**IATS (Inmate Appeals)**
MAO	72 hrs
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup creates many files with the extension ".DBF".
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	None
LOCATION OF RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
TIME NEEDED TO ACQUIRE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Inmate Mental Health Identifier**
MAO	
NAME OF SERVER USED BY APPLICATION	

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	
PHONE NUMBER	
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Interim Transportation**
MAO	
NAME OF SERVER USED BY APPLICATION	

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	
PHONE NUMBER	
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**IST – In-Service Training**
MAO	
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Personnel Post Assignment System – Assignment module export. File name "P_DBF.ARC". • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • FoxPro Runtime Patch – file name Dzpatch.exe. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Mental Health Tracking System (MHTS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium II 450 or above. Operating System - Windows 98, Windows NT service pack 6. Memory required - Microsoft recommended memory for the operating system being used. • Minimum disk space required for the application – 150 MB. • Microsoft Access 97 • Monitor - 15 inch or larger color monitor – 800x600 • Printer and appropriate drivers • Zip Drive with disks
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• Most Recent MHTS back-up data files name = • MHTS Application Version 3.3
SCHEDULE (DAY AND TIME OF BACKUP)	Daily
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Rx.dbf file from the PPTS system renamed to heat.dbf. • Last application data backup. File name =
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Paul Martel
PHONE NUMBER	(916) 327-2153

CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Mental Health Screening**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 20 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

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	CRITICAL APPLICATION
APPLICATION NAME	**Property Control System (PCS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	- Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. - Monitor - 15 inch or larger color monitor - Printer – Hewlett Packard Laser Jet III or newer compatible. - Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	- Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. - Printer device drivers – Drivers for the printer and operating system being used. - Last application data backup.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**PPAS - Personal & Timekeeping**
MAO	
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• PPAS export from Post Assignment module – File name "P_DBF.ARC". • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. File name – "PPAS.zip"
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	
LOCATION OF RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
TIME NEEDED TO ACQUIRE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Pharmacy Prescription Tracking System (PPTS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups. • Pharmacy prescription labels.
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	• DDPS inmate information download. Typical name used is "downinfo.txt". Local computer coordinator may rename the file. • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup contains many files with the extension ".DBF".
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	
CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**PPAS – Post Assignment**
MAO	
NAME OF SERVER USED BY APPLICATION	
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• PPAS export from Personnel/Timekeeping module – File name "P_DBF.ARC". • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. File name – "PPAS.zip"
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk

PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**RCMH (Reception Center system)**
MAO	
NAME OF SERVER USED BY APPLICATION	

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

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CRITICAL APPLICATION	
APPLICATION NAME	**R & R Digital Photo ID System**
MAO	
NAME OF SERVER USED BY APPLICATION	

EQUIPMENT NEEDS

EQUIPMENT NEEDED TO RUN APP	
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	

CRITICAL FILES

FILE NAME	
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	

RESOURCES REQUIRED

CRITICAL RESOURCE	
LOCATION OF RESOURCE	
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	
PHONE NUMBER	
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**State Logistical & Material Mgt. System (SLAMM)**
MAO	
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows 95, 98, Windows NT service pack 6, or Windows 2000. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 10 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • Backup diskettes to make system data backups. • Pharmacy prescription labels.
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup consists of many files with a ".cmp" extension.
SCHEDULE (DAY AND TIME OF BACKUP)	
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.
LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	
SUPPORT CONTRACTS	
CONTRACT NO	
SUPPLIER	

CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN	
CONTINGENCY PLAN	

CRITICAL APPLICATION	
APPLICATION NAME	**Watch Officer Tracking System (WOTS)**
MAO	
NAME OF SERVER USED BY APPLICATION	None
EQUIPMENT NEEDS	
EQUIPMENT NEEDED TO RUN APP	• Workstation – Intel compatible Pentium 1 or above. Operating System - Windows NT service pack 6. Memory required - Microsoft recommended memory for the operating system being used. Minimum disk space required for the application – 500 MB. • Monitor - 15 inch or larger color monitor • Printer – Hewlett Packard Laser Jet III or newer compatible. • 1.44 MB diskette for PPAS weekly and monthly file transfers. • Microsoft Access 97 • 100 MB ZIP cartridge for system backup.
AVAILABILITY AT OTHER LOCATIONS	
AVAILABILITY FROM OTHER INSTITUTIONS	
PURCHASE FROM VENDOR?	
ESTIMATED TIME TO AQUIRE**	
CRITICAL FILES	
FILE NAME	• Personnel Post Assignment System monthly archive file – File name is XXXXMMYY.DAT where XXXX is the institution code, MMYY is the month and year of the pay period. • Personnel Post Assignment System weekly file transfer from Post Assignment module – File name "P_DBF.ARC". • Application current version. Current version can be obtained from ISD. See LOCATION OF RESOURCE below. • Printer device drivers – Drivers for the printer and operating system being used. • Last application data backup. Backup file name is user defined when file is created.
SCHEDULE (DAY AND TIME OF BACKUP)	Automatic backup is performed at logon to the application. Backup file is stored on workstation. File name is "MMDDYY.ZIP representing the date the backup was created.
NUMBER OF GENERATIONS TO BE RETAINED	
LOCATION WHERE BACKUP IS LOCATED	
RESOURCES REQUIRED	
CRITICAL RESOURCE	Institution Supported PC Applications list. Provides current version information on this application. List is updated as new applications are released by ISD.

LOCATION OF RESOURCE	Institution Supported PC Applications list is located on the CDC network at //CDCResource1/PCRelease$/Institution Application List.doc and on the TSU FTP Site at //TSU.CDC.STATE.CA.US/Apps/ Institution Application List.doc.
TIME NEEDED TO ACQUIRE	

SUPPORT CONTRACTS

CONTRACT NO	
SUPPLIER	
CONTACT NAME	Help Desk
PHONE NUMBER	(916) 324-7789
CAPABLE OF SUPPLYING	

CONTINGENCY PLAN

CONTINGENCY PLAN	